

3-14-1977

# Drops, Incompletes and Withdrawals

The College at Brockport, College Senate

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Routing #18 76-77

Resolution #16  
1976-1977

Drops, Incompletes and Withdrawals

TO: PRESIDENT ALBERT W. BROWN

FROM: THE FACULTY SENATE

Meeting on 3/14/77 and 3/28/77  
(Date)

RE: X I. Formal Resolution (Act of Determination)  
       II. Recommendation (Urging the fitness of)  
       III. Other (Notice, Request, Report, etc.)

SUBJECT: Drops, Incompletes and Withdrawals

(See attached)

Signed [Signature] Date Sent 4/19/77  
(For the Senate)

..... Martila Puthoff, President, Faculty Senate

TO: THE FACULTY SENATE

FROM: PRESIDENT ALBERT W. BROWN

RE: I. DECISION AND ACTION TAKEN ON FORMAL RESOLUTION

a. Accepted. Effective Date \_\_\_\_\_  
b. Deferred for discussion with the Faculty Senate on \_\_\_\_\_  
c. Unacceptable for the reasons contained in the attached explanation

II, III. a. Received and acknowledged  
b. Comment: "separation" instead of "withdrawal" is satisfactory  
Requesting that the Senate review and tighten the  
language of the existing policy.

DISTRIBUTION: Vice-Presidents: \_\_\_\_\_

Others as identified: \_\_\_\_\_

Distribution Date: \_\_\_\_\_

Signed: [Signature]  
(President of the College)

Date Received by the Senate: MAY 15 '77

STATE UNIVERSITY COLLEGE  
Brookport, New York

Faculty Senate Office  
319 Administration Building

Resolution #18, 1976-77

March 28, 1977

DROPS, INCOMPLETES AND WITHDRAWALS

BE IT RESOLVED that the following regulations supersede present policy:

1. DROPS

Courses may be dropped during the first half of the duration of the course; dropped courses do not appear on the student's transcript.

2. INCOMPLETES

An "I" (Incomplete) is assigned only when the student can provide sufficient evidence to the instructor that failure to complete all of the required work for the course was due to circumstances beyond the student's control. In such a case, the instructor may grant an Incomplete. The instructor shall inform the student in writing of the work to be completed, the date by which it must be completed, and the alternate grade to be assigned if the student does not fulfill the stated requirements. This alternate grade may be an "E". The instructor shall then forward the anticipated date of completion and the alternate grade to the Office of Registration and Records; a file copy of the complete contract shall be kept within the Department. If notification of the completion of the course work is not received by the Office of Registration and Records by the assigned date or by the end of the semester following the registration for the course (whichever is later), the alternate grade shall be recorded on the student's record as the assigned grade for the course in question.

A student who receives an "I" shall not register for that course while the "I" is in effect.

3. WITHDRAWALS

Upon withdrawal from college during the second half of a course, the student is assigned a "W" in that course. A course with the designation "W" is not included in the computation of the grade point average or in the computation of hours of earned credit.

There are no provisions for withdrawing from a course during the second half of that course. A student may drop a course any time during the first half of the course (as prescribed in the new drop policy) but is expected to complete any course not dropped by mid-course. The instructor should ensure that adequate course content and grading, or the equivalent, are completed by mid-course so that the student may make intelligent decisions when dropping a course.

If, due to an extremely extenuating circumstance, a student needs to drop a course beyond the normal drop deadline, the student may petition both the instructor and the Vice President for Instruction and Curriculum and must receive the approval of both.